DOE QH Quick Reference Checklist
(As of 6/26/02)

Section A. Preparing for an Announcement using QH

___   Determine if:
(a) the job series has functional subcategories with questions already defined, or
(b) an existing vacancy announcement is available in the library.

___   Is the position included on the list series available in DOE Jobs ONLINE/Quick Hire?
    ___   If no, you will need to work with the manager to develop the job criteria and consult with your site administrator to add questions.
    ___   If yes, proceed with using Quick Hire.

___   Log into Quick Hire (QH).
    ___ Review existing vacancy announcements. Select the **Report** menu option, select **Vacancy**, and select **Single Vacancy Listing** to see a list of existing vacancies. Print existing questions to determine if applicable to the position.
    ___ Under the **Report** menu option, select **Organization**, to print out the "Questions with Choices."

___   Review the questions against the position description or job analysis or KSAs previously developed to determine if questions appear to be related to the position being advertised.

___   Contact the Manager to arrange a meeting to discuss and provide the subcategory questions for review and selection.

___   If an existing relevant question cannot be found, work with the manager to construct a new question. Provide this to your local site administrator for addition into QH.
NOTE: it is very important to review the question library before adding new questions to prevent duplication.

___   Work with the manager to assign weights to the questions (see guidance on weights and screen outs on the QH reference website).

___   Obtain manager's signature/date on the questions/choices report.

___   Prepare the vacancy announcement "duties/responsibilities" in a Word or WP document.

Section B. Entering the Announcement in QH

___ If you need to create a new announcement (rather than copying an existing one), **log into the Remarks Maker website FIRST** to select the appropriate remarks needed: http://www.oakridge.doe.gov/pmab/Employment/RemarksMaker.htm
Designate the remarks and, if needed, fill in the blanks. Click on 'condensed' when finished. Follow the instructions to copy. Minimize your browser and proceed to log into Quick Hire. [NOTE: Creating the remarks first will reduce the amount of time logged into QH.]

___ Log into QH. If an announcement does not already exist, "Create New Vacancy" (follow 'steps' provided in QH training manual).
If VA does exist for previously advertised position with useable questions, copy the existing vacancy announcement and continue below to update/verify info.

___ Step #1, Vacancy Information.
    ___ Include your initials in the vacancy description (title of the job) to identify who prepared the vacancy.
    ___ Type in the duties or paste in from the Word/WP document under Additional Info.
    ___ Under the Additional Information section, paste the remarks from the Remarks Maker.
    ___ Check the Quals website at http://www.wapa.gov/quickhire/ to insert link and verify qualifications info. If the qualifications are not on the website, then type in the information in the Additional Information field.
    ___ Position Description Identifier field can be used to record SF-52 number.

___ Step #2, Enter Duty Locations/Pay/Grade/Salary Range Information.
    ___ If you have a multi-graded position, be sure to check the "Use multi-grade questions" box when editing the salary information.

___ Step #3, Contact Info and Skills/Conditions/Considerations. Be sure to enter your own contact info.

___ Step #4, Vacancy Phase Information. Always use the default selection: This vacancy will only use vacancy questions to determine qualified applicants.

___ Step #5, Questions:
    ___ Select the questions from either the series or functional subcategories and/or the technical/administrative categories for the position (move the questions to the right-hand side and arrange questions as appropriate)
- Select the '**required**' question for noncompetitive (lateral grade) consideration
- Select **basic qualifications** questions for the grade level

- Select any other questions applicable for the position

____ Step #6 Weights/Screens. Enter the weights for the questions if applicable.

____ Step #7, provide the following information:
- Automatically notify applicants of new vacancy
- Under Personnel Options, select the appropriate choice
- Applicant Tiebreaker should be SSN
- Click on Assign Diversity Notification and select the appropriate organizations and schools.

____ Step #8, set the administrative settings for this position

____ To make sure everything is accurate after you have completed entering the announcement, you should preview the vacancy in its entirety by viewing the following reports: Single Vacancy Listing, Vacancy Questions and Weights/Screen Outs.

Section C. Posting Jobs to DOE Jobs Website

____ Jobs in QuickHire are automatically posted on the DOE Job website; however, users should verify that the job is posted.

Section D. While the Announcement is Open

____ On a weekly basis - view the number of applicants that have applied, conduct preliminary reviews of the applicant core questions, vacancy questions, and resume.
____ Prior to closing date, consult with manager to determine if job should be extended if there are insufficient applicants.
____ Notify applicants via email if any changes in the announcement.

Section E. After the Announcement Closes

____ Go into HR Manager in QH to determine BQ (evaluate cut-off for BQ and Well Qualified)
____ Go into core questions for the applicants and manually verify time-in-grade by checking the responses under the core questions (#10, 11, 12, 13) and online resume.
____ Do preliminary, cursory review of BQ applicants and resumes verifying legitimacy of applicant's background for the position.
____ Run reports and review data (e.g., All Applicant Data Report, Ranking, Ineligible Applicant, Demographic Summary) (NOTE: file the reports in the case file, except for Demographic Summary)
____ Determine if weights used are providing quality candidates and, if needed, revise and recalculate

scores and document case file.

___ If DEU, send reminder email to veterans designated as well or best qualified to submit required documentation within specified timeframe on the announcement.

___ Send email notification to applicants on status of position, using the filter to cluster the applicants so group email notices can be sent.

___ Prepare job certificate

___ Email instructions to the manager on the availability of the candidate listings and provide the web address, USERID and Password (NOTE: Verify info on the website using Manager's ID)

Section F. Closing Out the Case File (e.g., job filled, canceled, etc.)

___ Go into QH and record the candidate's selection and hiring

___ Send out email notices to candidates not selected

___ Run final reports (e.g., Demographic report should be provided to EEO staff)

___ Finalize documentation needed for the hard copy case file

___ Provide survey to managers to get feedback

Section G. Program Analysis and Review (CHRIS Staff and Workgroup Members)

___ Conduct analyses via data mining of entire database

___ Analyze survey results

Documentation for Merit Promotion/DEU Case Files

Case files still need to be established. Below are the items that should be included:

- Vacancy questions with choices listing that has questions designated by manager and weights assigned along with signature of supervisor
- Certificate of candidates need to be generated from QH.
- Copy of the QH Job Certificate and Applicant Ranking reports annotated with any changes
- Copy of annotated listings or applicant assessment printout if scores were changed or rating readjudicated (until version 3.5 when audit trail will be online)
- DD-214 for DEU positions for those candidates who are well qualified and above.